

## Evaluation Statement

Organization:	DHHS/NIH National Institute of Aging Intramural Research Program Office of the Scientific Director
Nature of Action:	New Position
Propose Title/Series/Grade:	Utility Systems Repairer Operator Supervisor, WS-4742-10
Reference Standard:	1. Federal Wage System Job Grading Standard for Supervisor.  2. Federal Wage System Job Grading Standard for Utility Systems Repairer- Operator, 4742

### **Background Information:**

The review of this position is in response to a management request to evaluate the work of the supervisor of the Facility Management and Maintenance Unit. The review was in response to the recent employment of two new WG-11 employees in the unit. Base on the recent addition to the unit, the duties and responsibility for this position change and are now being evaluate against the Federal Wage System Job Grading Standard for Supervisor.

### **Title and Series Determination:**

The position meets the criteria for the Utility System Repairer Operator series. The standard defines a Utility System Repairer Operator as work that primarily involves repairing and operating one or more utility systems (air conditioning, heating, water, wastewater, etc.). Such work requires the ability to start, stop, and regulate the utility or utilities for optimum efficiency and troubleshoot, maintain, and repair them. Work requires knowledge of user requirements and the locations and functions of all equipment in the system(s) and the repair procedures and specifications. The incumbent in this position must have knowledge of these functions. The proper series for this position is Utility System Repairer Operator.

This position also has a supervisory element in the position. The Federal Wage System Job Grading Standard for Supervisor is used to grade the jobs of

supervisors who, as a regular and recurring part of their jobs, and on a substantially full-time and continuing basis, exercise technical and administrative supervision over subordinate workers in accomplishing trades and labor work. The incumbent supervises on a regular and recurring basis two WG-11 employees. Base on the supervisory work in the position, this position meet the series definition of a supervisor.

The proper title and series for this position is Utility Systems Repairer Operator Supervisor, WS-4742.

### **Grade Evaluation:**

To evaluate this position, the Federal Wage System Job Grading Standard for Supervisor was used. This standard uses a three-factor system to evaluate the grade of the position. The first factor is Nature of Supervisory Responsibility. The next factor is Level of Work Supervised. The final factor is Scope of Work Operation Supervised. After the position has been evaluated on these three factors, the position is matched up to the matrix to evaluate the grade of the position.

The nature of the work supervised is evaluated against three situations. This position meets situation 1. The incumbent assigns work to employees. Explains management programs to employees. The incumbent track and report progress on work assignments and adjust worker assignments. The incumbent does not meet situation 2 because the incumbent participate with their superiors in the initial planning of current and future work schedules, budget requests, staffing needs, estimates, and recommendations as to scheduling projected work. This position is properly classified in situation 1.

The level of the work supervised is WG-11. There are two WG-11 position are in the similar series. The incumbent will direct the two employees on what needs to be done. Since the position being supervised and are directed are in the similar series and grades are WG-11. The level of the work is WG-11.

The scope of operation supervised is broken in to three sub factors. The first sub factor is Scope of Assigned Work Function and Organizational Authority. The second sub factor is Variety of Function. The last sub factor is Workforce Dispersion.

The scope of assigned work is that the incumbent has the authority over an organizational segment, which typically has been established based on being a distinct work function. Supervisors at this level react to variations in the workplace and maintain a balanced workload. Decisions typically involve the work or assignments and how they are completed. The scope of assigned work evaluate to A-2 45 points.

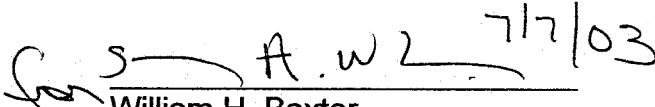
The variety of the work function is evaluated based on the work that represents "mixed jobs" or a combination of two or more recognized occupations is evaluated based on the separate occupations, series coverage, and grade level criteria. The incumbent directs the work of subordinates in one or more similar or related occupations at WG-11. The variety of the work evaluates to B-3 50pts.

The incumbent receives zero points for workforce dispersion. The work of this position is located in one building. The standard states it is possible to have no points credited for this sub factor if subordinate employees are located in the same contiguous work area with the supervisor.

The total score for scope of operation supervised is 95 pts. This falls into the B range of 70 pts- 110 pts.

To evaluate this position, the grading table for supervisory situation #1 is applied. Attach is the table to evaluate this position. The position falls on the axis for nonsupervisory grades at the 11 level and on the axis of scope of work operation supervised this position fall on the B level. After plotting these two points, the position evaluates out to a WS-10 position.

**Conclusion:** Utility Systems Repairer Operator Supervisor, WS-4742-10

  
William H. Baxter  
Human Resources Specialist  
National Institute on Aging

1/11/02  
Date

## **UTILITY SYSTEMS REPAIRER OPERATOR SUPERVISOR WS-4742-10**

### **INTRODUCTION**

This position is located in the Office of the Scientific Director, National Institute on Aging (NIA), which has overall responsibility for managing the research activities of the Intramural Research Program (IRP). The NIA IRP conducts research into the fundamental biological, biochemical, physiological, medical, psychological and social aspects of the aging process in living organisms, including humans.

Approximately 600 Federal employees, postdoctoral fellows, contractor staff, guest researchers, and visiting scientists conduct or support aging research. The IRP has an \$85 million annual budget. More than 90 percent of the employees work in Baltimore at the Gerontology Research Center (GRC) and in space that is leased on the Johns Hopkins Bayview Medical Center (JHBMC) campus. The GRC is a Federally owned facility consisting of laboratory, animal, clinical and office space, which is adjacent to the JHBMC campus. The remaining NIA employees and guest scientists work in NIH's Bethesda campus or at the NIH's animal facilities in Poolesville, MD.

The IRP Administrative Management Branch (AMB) has responsibility for 1) serving as the coordinating point in handling all administrative or management problems; 2) advising the Scientific Director and his staff, as well as other key Institute officials, of administrative policies and practices; and 3) providing overall administrative support services to the IRP including budget, management and program analysis, financial management, space management, procurement and contract management, safety and security, and facilities management and operations.

The incumbent serves as the supervisor of the Facilities Management and Maintenance Unit within the AMB. The unit is responsible for maintaining and improving the IRP facilities in Baltimore and for coordinating planning, acquiring and renovating IRP facilities located in Bethesda as well as maintaining the physical structure, energy management and security of the GRC building.

### **MAJOR DUTIES AND RESPONSIBILITIES**

The incumbent serves as a working supervisor, overseeing the day-to-day performance of two subordinates (full performance level is WG-4742-11, Utility Systems Repairer Operator). Their duties have them engaged in operating, repairing and maintaining all equipment making up the various mechanical, electrical, and utility systems located within each building. In addition, the maintenance section performs minor to major remodeling/renovation projects in laboratory, office and service space at the GRC and installation of laboratory and mechanical equipment. Due to the workload, the incumbent must perform a variety of tasks with journeyman level skills. He/she must have substantial experience in all of the primary trades crafts and labor work. Must be safety conscious and knowledgeable in the safe use of equipment and safe operating procedures.

Incumbent has responsibility as project officer to oversee contractors' performance on the completion of electrical work. Also reviews submittals on design contracts and consults with DES personnel on contracts/construction work related to infrastructure projects. Evaluates contractor quotes/proposals to determine if projected costs are fair and reasonable; and if not, where there is excessive use of labor or over pricing on materials.

Incumbent is the key person responsible for the successful and timely accomplishment of projects. Verifies need for overtime, establishes deadlines, priorities, worker requirements, plans work assignments and amount of time needed for performance of tasks. Keeps supervisor advised of work schedule changes and resource requirements. Coordinates initiation of projects with Lab and Branch Chiefs in order to minimize interference/adverse effects on research and the health and well being of staff and research animals. As projects are initiated and move toward completion the incumbent must continually reassess the number of workers and skills required to keep the project moving ahead. He/she must frequently reassign personnel and equipment to work on emergency repair/maintenance problems.

Incumbent supervises and coordinates the daily work schedules. Observes performance to see that the job quality is maintained and safety procedures are followed. He/she motivates the subordinates to operate as an effective team. Projects performed by the maintenance section may take only a day or two to 2 to 3 months to complete. Incumbent must plan ahead on a week-to-week and sometimes month-to-month basis for the allocation of resources to keep several projects moving simultaneously along toward completion. Advises and assists his/her supervisor(s) in the evaluating/planning for future projects with respect to resource requirements. Anticipates costs for budgeting purposes and scheduling considerations, e.g., coordination with other projects and weather conditions.

The employee initiates requests for filling personnel vacancies and for meeting any new personnel needs that arise from the workload. The employee is responsible for all recommendations on the staff concerning promotions, disciplinary actions, incentive awards, and other personnel actions. The employee evaluates each staff member's performance twice a year, at least. A final rating is done annually, with an interim progress review done six months prior to the annual rating. Staff members having a problem with job performance are evaluated more frequently to monitor progress toward accomplishing formal performance milestones. Leave requests of staff are approved or disapproved. Staff is provided on-the-job training and counseling concerning professional development. Opportunities are made available for staff to take formal training courses related to job performance and professional development. The employee attempts to resolve staff complaints and grievances, referring those beyond his/her authority to the next level of the supervisory chain.

The incumbent employee is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative

action objectives and by adhering to nondiscriminatory employee practices in regard to race, color, religion, sex, national origin, age or handicap. Specifically, as supervisor, the incumbent initiates nondiscriminatory practices and affirmative action for the area under his/her supervision in the following: 1) merit promotion of employees and recruitment and hiring of applicants; 2) fair treatment of all employees; 3) encouragement and recognition of employee achievements; 4) career development of employees; and 5) full utilization of their skills.

The incumbent's responsibilities for furthering equal employment opportunity are demonstrated by: fairness in making selections; employment and recognition of employee achievements; fair treatment of minority employees; and sensitivity to the developmental needs of all employees, including those in minority groups, women and the handicapped. Keeps informed of, supports, and communicates to employees EEO policies, plans, and programs. Seeks out and utilizes available resources, including appropriate personnel generalists/specialists, EEO Specialists, and training resources in conducting responsibilities.

Incumbent will be appraised on the effectiveness of his/her EEO performance.

#### **SUPERVISION AND GUIDANCE RECEIVED**

Incumbent works with a considerable amount of independence to establish deadlines, set priorities and plan task sequences. Receives general instructions from the Deputy Administrative Officer of the IRP regarding initial duties, responsibilities, policies and procedures; thereafter, he/she is expected to accomplish projects without immediate guidance or instruction. Work assignments are in the form of written and oral instructions and incumbent is accountable for performance in accordance with regulations, policies and overall requirements. Supervisor gives advice and instructions on new or changed operating policies and procedures. Discusses the interpretation and application of existing guides, and when needed, furnishes advice and guidance on problems.

Guidelines include maintenance control instructions, memos, letters, verbal instructions, manufacturer literature and operating instructions. Work is reviewed by observation and through staff meetings for conformance with established policies and procedures and for program effectiveness.

#### **PHYSICAL EFFORTS**

The use of hearing, sight, sense of smell and touch is required. The supervisor is required to climb ladders, read gauges, crawl, bend, stoop and lift weights up to 50 lbs. Is subject to prolonged walking/standing on concrete floors, climbing stairways or ladders. Light to moderate effort is required in turning valves and operating controls and occasional stacking or moving of supplies and equipment. Is subject to heavy lifting of machinery parts, pumps, chemicals, etc. The physical and psychological demands of a maintenance supervisor are recognized as a condition of employment by virtue of the importance in assuring the continuous functioning of all systems, equipment and facilities located within the various buildings.

### **OTHER SIGNIFICANT FACTORS**

Position requires working under a wide variance of temperatures. Normally work is performed inside heated buildings, but may frequently be outside during inclement weather. Incumbent is occasionally required to work in areas or conditions where temperature may be at or below -20 degrees Fahrenheit or where temperatures exceed 100 degrees Fahrenheit. Has constant exposure to hazards, such as running machinery, noise, steam, scalding water, hot oil, toxic gas fumes, poor lighting and limited ventilation. On occasion has to wear protective clothing for handling asbestos, toxic chemicals or biohazard materials. Incumbent is subject to cuts, burns and bruises normally associated with the trade.

Incumbent is classified as an emergency employee and as such is expected to report for duty when non-essential employees are excused for cogent reasons. Incumbent is subject to around-the-clock call-in when assistance is required to correct emergency situations dealing with building operations.